

INITIAL KSA LISTING

CLASS: CORRECTIONAL PLANT MANAGER I, DOC

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
	Knowledge of:
K1.	General knowledge of types of heating, electrical, plumbing, water, refrigeration, domestic/waste water, and other mechanical systems and equipment necessary to ensure the efficient operation of the physical plant.
K2.	Basic knowledge of the operation and maintenance of high-pressure steam boilers to provide adequate steam necessary for heating, hot water, laundry, food services and industrial processes.
K3.	General knowledge of materials, methods, and tools used in the maintenance, repair and alteration of buildings, equipment and grounds to ensure the efficient operation of the physical plant.
K4.	Basic knowledge of the operation of mechanical refrigeration and air-conditioning systems to ensure adequate climate control of buildings and food storage spaces.
K5.	Basic knowledge of the operation of thermostatic temperature control systems to ensure adequate heating, cooling, and maintain energy conservation guidelines.
K6.	Basic knowledge of the rules and safety orders of the Division of California Occupational Safety and Health applicable to the operation and maintenance of buildings and grounds.
K7.	General knowledge of the principles of effective supervision and personnel management practices in order to direct all aspects of Plant Operations.
K8.	General knowledge of the Department's Equal Employment Opportunity objectives to effectively direct staff.
K9.	General knowledge of a manager's role in the Equal Employment Opportunity Program and the processes available to meet these objectives as it relates to the supervision and management of Plant Operations.

Bold text-indicates not on Classification Spec.

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	Skill to:
S1.	Effectively communicate both orally and in writing to provide clear and concise information/ideas.
S2.	Planning, organizing, and directing the work of staff in the installing, operating, and maintaining institution heating, electrical, water, sewage, and other mechanical systems including the infrastructure of the physical plant to preserve and promote operational efficiency and energy conservation.
S3.	Read, interpret, and work from plans, drawings, and specifications to provide project direction or information for the repairs of existing systems/facilities and to verify accuracy of documents for compliance with applicable codes.
S4.	Review cost estimates of building repairs/alterations (e.g., Architectural and Engineering Request, Service and Expense Orders, CDC Forms 954, etc.) maintenance, and mechanical installations to preserve and promote operational efficiency and energy conservation in compliance with all State of California purchasing regulations.
S5.	Plan and implement programs of preventive maintenance (SAPMS) for buildings and mechanical equipment to ensure longevity of the equipment and prevent unnecessary breakdowns.
S6.	Plan and direct the work of staff (e.g., supervisors, skilled craftspersons and semiskilled workers) to provide coordinated maintenance services to the institution.
S7.	Prepare and maintain accurate records for applicable compliance with regulatory agencies and Departmental requirements.
S8.	Think and act quickly to respond promptly to emergency situations and evaluate the most appropriate course of corrective action.

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S9.	Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.
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	Special Personal Characteristics:
SPC1.	Willingness to live, if necessary, and work at State correctional facility.
SPC2.	Utilize tact and diplomacy.